[CPWI Coalition Chair]

[DATE]

Ms. Sarah Mariani

Behavioral Health Administrator

Office of Behavioral Health and Prevention

Division of Behavioral Health and Recovery

4500 10th Ave. SE

Lacey, Washington 98503

Dear Ms. Mariani:

[CPWI Coalition Applicant] would like to express interest in the 2014-2015 Partnerships for Success Targeted Enhancement Project(s) [insert complete project title]. Please accept this letter, completed Application Form and required documents as the Division of Behavioral Health and Recovery (DBHR) considers funding this year’s Targeted Enhancement Projects.  
  
[**Project #1**: Add Detail]

* Brief narrative on demonstrated financial and community need for implementation of project.
* Who will be responsible for the purchase of the secure drop box.
* List of funds and resources that will be leveraged at the local level to support and maintain project efforts.
* List all collaborative partners involved to support and maintain the project.
  + If available, provide the following:
    - Policies that have been adopted locally for a secure medicine take-back drop box.
    - DEA approval for the entity to operate the medicine drop box.
    - Local municipality agreement for drop box installation and a one-year commitment to maintain the drop box (i.e., emptying box as needed, weighing pills, and destroying medications through incineration).

[**Project #2**: Add Detail]

* Brief narrative on demonstrated financial and community need for implementation of the project.
* Identify local and state-wide collaborative partners with interest in becoming facilitators for the selected program.
* Provide proposed training schedule(s).
* Provide planned outreach and promotion strategies to reach participant number goals.

[**Project #3:** Add Detail]

* Brief narrative on demonstrated financial and community need for implementation of the project.
* Express interest in collaborative project with DBHR to develop and learn from pilot efforts.
* List all collaborative partners involved to support and maintain the project.
* Verify technology capacity to pilot data collection in Survey Monkey, Excel, Word and On-Line Documentation Support System (ODSS) which is a product owned by the University of Kansas.

[**Project #4:** Add Detail]

* Express interest in continued collaborative project with DBHR to advance data collection for project.
* Explain how the coalition will meet the mentoring requirement.

[**Project #5:** Add Detail]

* Identify and submit all names, titles, and roles of individuals for those who will be involved in coordinating, announcing and hosting the two “Sector Sharing” meetings.
* Explain how the applicant coalition’s coordinator has the capacity to implement this project while also ensuring required responsibilities will be completed and maintained during the project period.
* Document history of compliance with sector representation requirements.
* Identify which two (2) sector groups will be invited to share their experience (for example, law enforcement and mental health practitioners or faith-based and business sectors ).
* Identify which coalition member(s) will be attending the required cross-sharing coalition meeting with coalition coordinator.

[**Project #6:** Add Detail]

* Brief narrative on demonstrated financial and community need for implementation of the project.
* Discuss community readiness for implementation of specific project.
* Briefly describe your coalition’s current outreach and programmatic offering(s) in regard to military service members, veterans, and their families.
* Briefly describe any current outreach or collaboration with military service members, veterans, and their families. Explain how this project will enhance efforts.
* Coalition’s plan for successful and increased outreach to target populations in the community.
* Identify all coalition members who will participate in the project and their role.

Sincerely,

Chairperson

[CPWI COALITION]